

Indiana Judicial Center
Request for Quotation: Continuous Quality Improvement
Processes for Indiana Risk Assessment System and
the Indiana Youth Assessment System
Project No. 2015-617a
Release: June 18, 2015
Questions Due: June 30, 2015 at 3:00 p.m.
Responses Due: July 17, 2015

Introduction

Quotations are requested by the Indiana Judicial Center to provide Continuous Quality Improvement training for supervision agencies and a train the trainer component. The requested work is for Continuous Quality Improvement Processes for Risk Assessment, which is supported by Grant #2014-DJ-BX-1191 subgrant 3721 through the Indiana Criminal Justice Institute's Justice Assistance Grant Program.

Award amount: This solicitation is one of two solicitations offered under the grant funds awarded to the Indiana Judicial Center noted above and both projects (2015-617a & 2015-617b) will be funded from this total award amount of \$54,100.00.

The criteria used to evaluate the quotation will include the Scope of Work, the capabilities of the Respondent, the experience and qualifications of the Respondent, and cost. Questions concerning this Request for Quotation should be emailed to the Indiana Judicial Center, to the attention of Michelle Goodman, Project Director, at Michelle.Goodman@courts.in.gov. The Indiana Judicial Center intends to sign a contract with one Respondent to fulfill the requirements in this Request for Quotation.

Purpose of the Request for Quotation

The purpose of this request is to choose a Respondent that can develop training curricula for the Indiana Risk Assessment System and the Indiana Youth Assessment System on Continuous Quality Improvement processes consistent with evidence-based practices, including components related to conducting assessments and using assessment information within related reports and documents. The Respondent will work with the Indiana Judicial Center and any workgroup established by the Indiana Judicial Center.

Scope of the Work

The Respondent will:

- 1) Develop training curricula for agencies on Continuous Quality Improvement (CQI) consistent with the evidence-based literature, including outlining basic principles, methods for conducting CQI, sample evaluation documents with stated criteria for

resulting evaluation scores, and techniques and recommendations for providing feedback and improving skill deficits necessary for completing valid Indiana Risk Assessment System and Indiana Youth Assessment System tools. Focus on quality review should include the following supervision agency components: interview skills, assessment results, case plans, sentencing and disposition reports that use assessment information, and overview of skills and strategies for providing feedback after CQI reviews. One curriculum will be for adult supervision agencies and the second will be for juvenile supervision agencies. The trainings must also include substantive information on assessing the quality of Indiana Risk Assessment System and Indiana Youth Assessment System assessments with the help of selected assessment trainers. The trainings should include exercises and skill building methods (i.e. role plays) to enhance participants learning and execution of these skills in their respective agencies. Proposals should include recommended training duration for each of these training curricula.

- 2) Develop a train the trainer component for the delivery of the curricula described above. This deliverable must include the criteria required to be certified to train these curricula, recommendations on qualifications for applicants for the trainer courses, and any recertification requirements to maintain trainer status. Proposals should include recommended training duration for each of these training curricula.
- 3) Proposals should include a project timeline and the deliverables at each stage. Proposal should also clearly identify the project manager that will be used for the project.

The Indiana Judicial Center will assist the Respondent in scheduling and conducting meetings and trainings. The Respondent will attend meetings and trainings at the offices of the Indiana Judicial Center, 30 South Meridian Street, Indianapolis, Indiana, or at other designated locations, as agreed to by the Judicial Center and Respondent. The Respondent will also meet with the project director, in person or by telephone, at times mutually agreed upon.

The Indiana Judicial Center will maintain the right to review and approve the curricula developed under a contract released as a result of this solicitation. Any and all forms, surveys, manuscripts and other complete or incomplete work product prepared or developed under a contract released as a result of this solicitation shall become the exclusive property of the Indiana Judicial Center, but may be used by the successful contractor upon the prior written consent of the Indiana Judicial Center. A copy of the materials produced under a contract released as a result of this solicitation may be retained by the successful contractor for archival purposes.

Quotation Submission

The quotation is due no later than July 17, 2015. The quotation may be mailed or emailed to Michelle Goodman, Staff Attorney, Indiana Judicial Center, 30 S. Meridian Street, Suite

900, Indianapolis, IN 46204. In addition to any proposal requirements noted above, the quotation must include the name, address, telephone number, fax number and email address of the person submitting the quotation. The quotation must include background information about the person/organization submitting the quotation, including experience and personnel to be used on the project. The quotation must include a statement indicating a willingness to provide the requested services, the cost of providing the requested services, details on how the requested services will be provided (scope of the work), references for similar projects, and the signature of the person or representative of the organization submitting the quotation.